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Board of Ethics

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MEMORANDUM

To: City Employees

From: Dorothy Eng
Executive Director, Chicago Board of Ethics

Date: June 15, 2006

Re: Mandatory Ethics Training for All City Employees

The City of Chicago is committed both to informing its employees about, and helping them comply with, the City's Governmental Ethics Ordinance.

That is why, through the Board of Ethics, the City conducts a variety of training programs for employees, publishes educational materials, and provides confidential advice by telephone to any employee with a question.

The Chicago City Council recently amended the City's Governmental Ethics Ordinance to require all full-time City employees to complete ethics training each calendar year.

This training, which focuses on key components of the Ethics Ordinance, will be conducted throughout the course of the year, and each City department will establish a training schedule for its employees. In early July, a representative from your department will contact you directly about the dates of your training for this year.

If you still have questions after receiving notice from your department, please contact your department's training administrator.

Finally, remember that as a City employee, you are responsible for complying with this new requirement. Please take this responsibility seriously. Failure to complete the training will subject you to employment sanctions, and falsification of your completion of the training provides grounds for termination.

Sincerely,

Dorothy Eng
Executive Director, Chicago Board of Ethics

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